

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	EXECUTIVE ASSISTANT-SHERIFF
CLASS CODE:	6499
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	06/14/2008
DEPARTMENT:	SHERIFF

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### **JOB SUMMARY**

Under general supervision from the elected County Sheriff, performs administrative support and advanced clerical duties requiring considerable knowledge of the various functions and personnel of the department.

### **ESSENTIAL FUNCTIONS**

Processes necessary information for department payroll; utilizes the County's time-entry system to ensure proper reporting of work time; coordinates various division staff responsible for work time data entry; generates and signs off on department payroll reports; ensures timely delivery to the Personnel Department; distributes paychecks upon delivery to the department; resolves employee payroll questions and issues in coordination with the Personnel Department.

Oversees the departmental personnel files and record keeping responsibilities; utilizes the Spillman record keeping system; monitors various personnel actions including recruitment, selection, performance appraisals, etc.; ensures accuracy of employee records; monitors payment of uniform and other allowances; maintains pre-employment background files; monitors retention schedules and ensures timely archiving of appropriate documents.

Performs detailed bookkeeping duties and financial tracking activities; monitors departmental training requests and enters into travel system for approval; schedules and arranges travel and lodging; processes reimbursements and payments; monitors cell phone and wireless accounts; receives and pays regular billings for services; identifies and tracks personal calls; orders new and replacement cell phones and air cards; oversees use of state gas cards; coordinates with the Utah State Fuel Network; acts as card administrator including issuing cards and monitoring disposition on all active cards; manages petty cash account.

Provides administrative support to the department head; coordinates and attends County law enforcement meetings; take notes and minutes; provides information; and prepares minutes of meetings; drafts, prepares, and proofreads correspondence and documents; creates forms; Collects, organizes, and prepares information for budget, statistical and other reports; performs scheduling, notification, and preparation of materials for various meetings and interviews; coordinates activities with other employees, departments, vendors, outside agencies and the public; responds to public inquiries.

Monitors departmental office supplies; ensures availability of needed inventory; initiates purchases as needed; monitors delivery of purchased materials; purchases badges, patches and other specialized equipment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** Utah County Rules and Regulations and Sheriff's Office Policies and

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Procedures as they relate to hiring processes, work schedules, overtime, etc. for the various types of employees in the department. **Working Knowledge of:** Proper grammar, spelling, and punctuation. **Skill in:** Reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, and spreadsheet creation. **Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; create and maintain recordkeeping and filing systems.

**PHYSICAL DEMANDS**

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; and works for sustained periods of time maintaining concentrated attention to detail. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds; and drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two years are directly related to the duties described above. Equivalent combination of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 50 WPM net.

Selected applicants may be subject to a background check.

**LICENSING AND CERTIFICATION**

Must possess a valid State of Utah Driver's License and must *obtain* Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification must possess BCI certification upon reassignment or transfer.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.